

SECTION 9. MILITARY STANDARD REQUISITION AND ISSUE PROCEDURES (MILSTRIP) TRANSACTIONS

9.1 MILSTRIP Order Item Overview. The MILSTRIP/Order Item function provides the capability to manually input supply transactions. The input information is edited and error messages are provided for user action when the transaction is saved to the database. Also, when the transactions are saved, this function creates and maintains records on the Activity Register and generates the necessary output transactions for interfacing systems. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** to display the **MILSTRIP/Order Item Menu** (Figure 9.1-1).

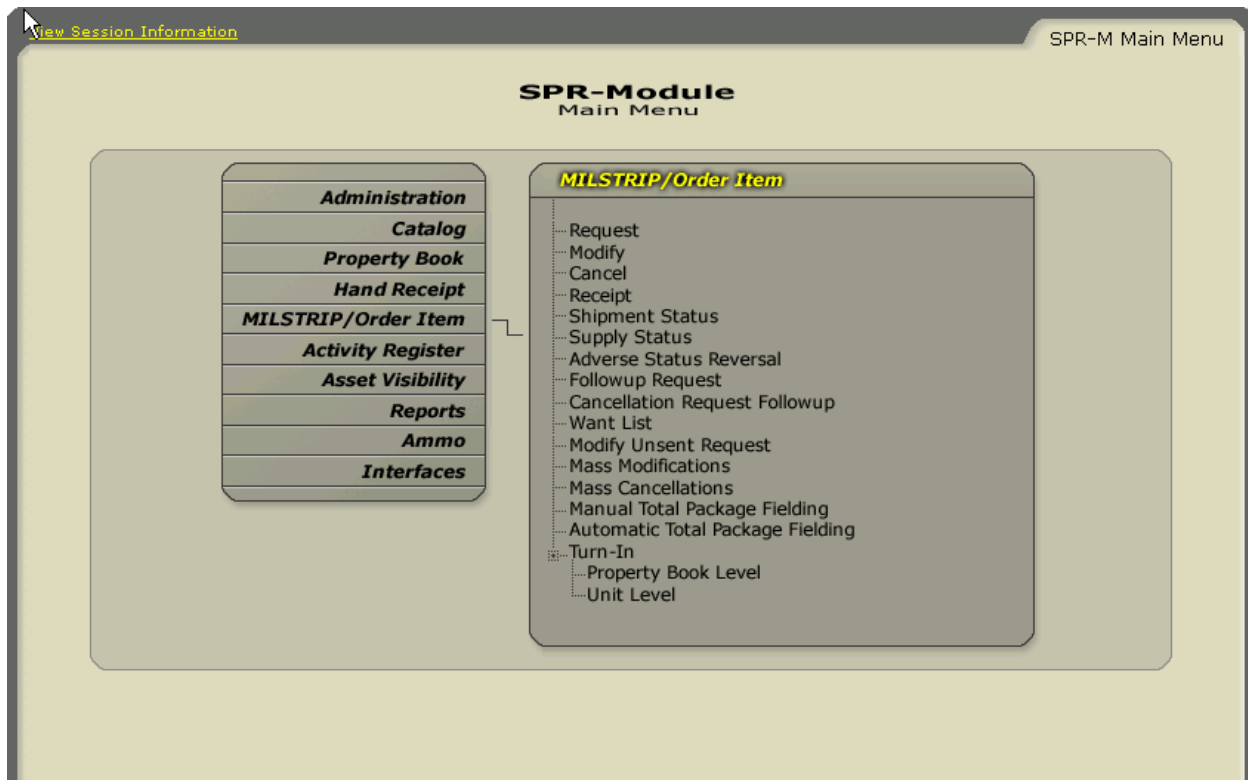


Figure 9.1-1 SPR-Module Main Menu, MILSTRIP/Order Item Menu

9.2 Request. This process provides the capability to request an item (for a Property Book or Non-Property Book item). From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click **Request** to display the screen with the default information (Figure 9.2-1).

The screenshot shows the 'MILSTRIP Transactions - Request' window. At the top, there's a title bar with 'MILSTRIP Transactions - Request' and 'MIL-01'. Below the title bar, there are buttons for 'Insert' and 'Help', a checkbox for 'Generate DHA', and a link 'User Created Catalog'. The main area is divided into several sections. On the left, there's a 'Type' dropdown set to 'Non-Property Book'. Below it are 'DODAAC' and 'Supplementary Address' fields. Further down is 'Media Status' set to 'K'. Below that is 'Quantity' and 'ECS' dropdown. At the bottom left are 'Required Delivery Date(DD)' and 'Fund ID' fields. In the center, there's a 'Document Number' field, followed by 'UIC' and 'RIC' dropdowns. Below these are 'Demand Code' set to 'N', 'Project Code', 'Priority Code' set to '12', 'Suppress Code', and 'Fund Code' set to '-P'. At the bottom center is a 'Remarks' field. On the right, there's a 'DIC' dropdown set to 'AOA', an 'NSN' field, a 'Signal Code' dropdown set to 'A', a 'Type Req Code/EIC' field, an 'Advice Code' dropdown set to '2B', an 'APC' field, and a 'PBIC' dropdown set to '8'. At the bottom of the screen, there are fields for 'Origin' (SHR), 'SIC' (2), 'SHR' (000-01), 'AUTH LIN', 'SCMC', 'UI', 'Unit Price' (0.00), 'Total Price' (0.00), 'ARC', 'AAC', and 'Nomen'.

Figure 9.2-1 MILSTRIP Transactions – Request

a. Complete the request with the appropriate information. Mandatory entries are highlighted in red on the screen.

- **Generate DHA:** Click the check box if desired.
- **User Created Catalog:** Click this link to jump to the User Created Catalog, if desired.
- **Type:** Click the LOV and then click the Property Book (Non-Expendable item) or Non-Property Book (Expendable/Durable item), as applicable.
- **Document Number:** To use the next Document Number assigned by the system leave blank or enter the appropriate Document Number. The Document Number consists of 14 alphanumeric positions (includes DODAAC, Julian Date, and Serial Number).

- **DIC:** Document Identifier Code – Click the LOV and then click the appropriate DIC.
 - A01 – Requisition for overseas shipment with NSN/NATO Stock Number.
 - A02 – Requisition for overseas shipment with part number.
 - A04 – Requisition for overseas shipment with other.
 - A05 – Requisition for overseas shipment with exception data.
 - A0A – Requisition for domestic shipment with NSN/NATO Stock Number.
 - A0B – Requisition for domestic shipment with part number.
 - A0D – Requisition for domestic shipment with other.
 - A0E – Requisition for domestic shipment with exception data.
- **DODAAC:** Enter the DODAAC that identifies the requesting activity. The DODAAC must be compatible with the UIC.
- **UIC:** Unit Identification Code – Enter the UIC of the Hand Receipt Holder requesting the item. The UIC must be compatible with the DODAAC.
- **NSN:** National Stock Number- Enter the NSN, MCN, or PN for the item being requested. When the cursor is moved from this field the number (NSN, MCN, or PN) entered is validated, and if valid, the corresponding catalog information appears on the screen.
- **Supplementary Address:** Enter the DODAAC that identifies the ship-to or bill-to point, if desired.
- **RIC:** Routing Identifier Code – Enter the RIC that identifies the Supply Support Activity (SSA) or other activity having management responsibility for the requested item.
- **Media Status:** Click the LOV and then click the appropriate Media Status Code to identify the type of status to be furnished and to whom. Refer to Appendix D for code definition.
- **Demand Code:** Click the LOV and then click the appropriate Demand Code. This code Indicates whether the demand is recurring or nonrecurring. Refer to Appendix D for code definition.
- **Signal Code:** Click the LOV and then click the appropriate Signal Code if desired. The Signal Code designates the fields in MILSTRIP documents that contain the intended unit/activity (ship to). Also identifies the activity that receives and pays bills (bill to) when applicable. Exercise care to assign the correct Signal Code for ship-to/bill-to purposes. Refer to Appendix D for code definition.
- **Quantity:** Enter the quantity being requested.

- **Project Code:** Enter a Project Code, if desired. The Project Code identifies special projects, programs, certain operations, and/or exercises and maneuvers.
- **TYPE REQ Code/EIC:** Click the LOV and then click the appropriate Type Requirement Code or enter an End Item Code (EIC). The Type Requirement Code is used when requisitioning major end items (class 7). This code signifies that the request has a DA approved authorization for the item. It also shows that the quantity on hand and due-in is within the current/projected authorized allowances. The EIC is used when requesting repair parts (class 9) for a specific end item. Refer to Appendix D for code definition.
- **Equip Conc Site:** Click the LOV and then click the appropriate Equipment Concentration Site, if desired. Used by US Army Reserve units and Army National Guard units, the code identifies Mobilization and Training Equipment Sites where equipment is located for use during training and/or mobilization.
- **Priority Code:** Click the LOV and then click the appropriate Priority Designator. The appropriate Priority Designator is determined through the combination of a Force Activity Designator (FAD) and an Urgency-of-Need Designator (UND).
- **Advice Code:** Click the LOV and then click the appropriate Advice Code, if desired. Provides coded instructions to the supply source when such information is essential to supply action and entry in narrative form is not possible. Refer to Appendix D for code definition.
- **Required Delivery Date (DDD):** Enter a Required Delivery date if desired. This field is used when the RDD is shorter than or extending beyond the Priority Code time standards.
- **Suppress Code:** Click the LOV and then click the appropriate Suppress Code, if desired. Allows establishment of a due-in on the Activity Register without passing an output DIC AO_ transaction to the SSA (for a post-post request). The Suppress Code relates to the Property Book Identification Code for property book items. Refer to Appendix D for code definition.
- **APC:** Enter an Accounting Processing Code if desired to indicate the specific account to be charged. If using a Fund Code, leave the APC blank.
- **SUBLIN:** If requesting a substitute NSN for a property book item, enter the Substitute Line Item Number (LIN) and then enter the authorized LIN in the AUTH LIN field (or leave blank if not requesting a substitute NSN). This field is only displayed when requesting a property book item.

- **Fund Code:** Click the LOV and then click the appropriate Fund Code, if desired. Provided for the specific use of the requisitioner to indicate the funds to be charged. If using an APC, leave the Fund Code blank. Refer to Appendix D for code definition.
- **PBIC:** Property Book Identification Code – Click the LOV and then click the appropriate PBIC. The PBIC identifies the type of property contained in a property book or Hand Receipt Number account. These codes will correspond with the supply class whenever possible. Hand Receipts and rollups are segregated by PBIC. Refer to Appendix D for code definition.
- **FUND ID:** Enter a Fund Indicator, if desired. Used by Army Reserve and Army National Guard units. If blank, indicates the request funded. If U, indicates the request is unfunded.
- **REMARKS:** Enter user remarks pertaining to request if desired.
- **Origin:** Click the LOV and then click the appropriate Origin Type, if desired. This code identifies the reason the item is being requested.
- **SIC:** Click the LOV and then click the appropriate System Identification Code, if displayed.
- **SHR:** Click the LOV and then click the appropriate Sub-hand Receipt, if displayed.
- **CHR:** Click the LOV and then click the appropriate Component Hand Receipt, if displayed.

NOTE: When the NSN is entered and then the cursor is moved from the NSN field, the number (NSN, MCN, or PN) entered is validated, and if valid, the corresponding catalog information appears on the bottom portion of the screen.

b. Click the **Insert** button to process and post the request to the Activity Register and to generate an output Request transaction.

NOTE: Transactions are sent to the SSA using the Interfaces, SARSS-1, Download Files function.

c. When finished with the Request screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.3 Modify. This process provides the capability to submit a Request for Modification when changes are desired to a request due-in. Changes are limited to fields that are displayed on the MILSTRIP Transactions - Modify screen. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click the **Modify** option to display the screen with default information (Figure 9.3-1).

MILSTRIP Transactions - AM MIL-02

DIC: AM1 Document Number: W809KG20101000 Find

Supplement Address: Media Status:

Signal Code: Fund Code: GA

Project Code: Priority Code: 13

Required Delivery Date (DDD): Advice Code:

Apply Undo Help

Figure 9.3-1 MILSTRIP Transactions - Modify

a. Click the **Document Number** LOV and click the appropriate Document Number or click the **Find** button, type the **Document Number**, and click the **Search** button.

b. Complete the modification. Any or all of the fields displayed may be modified for the Document Number selected. For fields with a LOV, click the LOV and then click the appropriate value. For fields without a LOV, enter the appropriate value.

c. If mistakes are made while modifying information, click the **Undo** button to clear the screen and start over.

d. Click the **Apply** button to process and post the modification to the Activity Register and to generate an output Request for Modification transaction.

NOTE: Transactions are sent to the SSA using the Interfaces, SARSS-1, Download Files function.

e. When finished with the Modify screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.4 Cancel. This process provides the capability to request cancellation of a due-in for a specific request document number. The user can request the entire quantity be cancelled or request a partial cancellation. From the **SPR-Module Main Menu**, click **MILSTRIP/ Order Item** and then click the **Cancel** option to display the following screen (Figure 9.4-1).

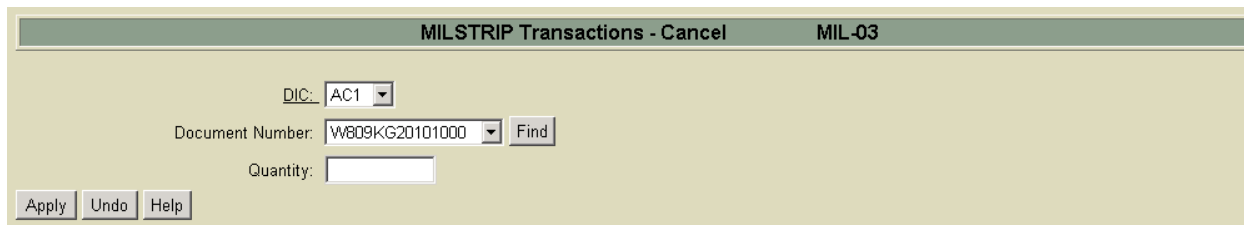


Figure 9.4-1 MILSTRIP Transactions - Cancel

NOTE: If the item has already been shipped, the user will not be allowed to cancel the request.

- a. Click the **Document Number** LOV and click the desired Document Number or click the **Find** button, type the **Document Number**, and click the **Search** button.
- b. Click the **DIC LOV** to display the DIC(s) and then click the appropriate DIC.
- c. Enter the **QTY** to be canceled.
- d. If a mistake is made while entering information, click the **Undo** button to clear the fields and start over.
- e. When finished with the cancellation, click the **Apply** button to process and post the transaction to the Activity Register and to generate an output Request for Cancellation transaction.

NOTE: Transactions are sent to the SSA using the Interfaces, SARSS-1, Download Files function.

- f. When finished, with the cancel screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.5 Receipt. This process provides the capability to manually post receipts to the database. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then, click **Receipt** to display the **MILSTRIP Transactions -Receipt screen** (Figure 9.5-1).

Figure 9.5-1 MILSTRIP Transactions - Receipt

- a. Click the **Generate DA-3161 FEDFORM**, if desired.
- b. Click the **D6S Type LOV** and then click the appropriate type. Next enter the desired Document Number and click the **Go** button to retrieve information for the Document Number entered (Figure 9.5-2).

Serial Number	Registration Number	Detect Number	Acquisition Cost	Acquisition Date

Figure 9.5-2 MILSTRIP Transactions – Receipt, with retrieved Document Number

- c. If discrepancies exist between the receipt document and the receipt screen, correct the receipt screen to reflect the information on the receipt document.
- d. If the item(s) being received require **Serial Number**, **Registration Number**, or **Detect Number** accountability then the lower portion of the screen is displayed with the needed fields. Enter the **Serial Number**, **Registration Number**, and/or **Detect Number** information.

e. When finished, click the **Insert** button to process and post the receipt to the database and to generate an output receipt transaction.

NOTE: Transactions are sent to the SSA using the Interfaces, SARSS-1, Download Files function.

f. If mistakes are made during input, click the **Undo** button to clear the screen and start over.

g. When finished, click the **Close** button to return to the **SPR-Module Main Menu** or enter the next receipt Document Number to continue to input receipt transactions.

9.6 Shipment Status. This process provides the capability to manually post shipping status (DIC AS_). From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click **Shipment Status** to display the following screen (Figure 9.6-1).

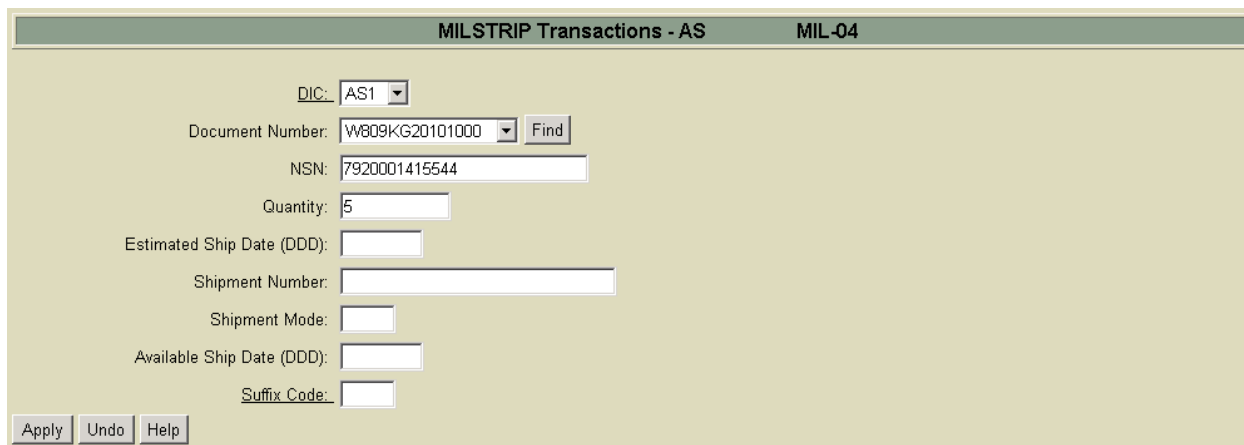


Figure 9.6-1 MILSTRIP Transactions - AS

a. Click the **Document Number LOV** and then click the appropriate Document Number or click the **Find** button, type the Document Number and click the **Search** button.

b. Click the **DIC LOV** and then click the appropriate DIC.

c. Enter the Shipment Status information from the hard copy document and then click the **Apply** button to save information to the database.

d. If mistakes are made, click the **Undo** button to clear the screen and start over.

e. When finished with the **Shipment Status** screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.7 Supply Status. This process provides the capability to manually post supply status (DIC AE_). From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click **Supply Status** to display the following screen (Figure 9.7-1).

The screenshot shows the 'MILSTRIP Transactions - AE' window. The title bar includes 'MIL-05'. The form contains the following fields and controls:

- DIC:** Dropdown menu showing 'AE1'.
- Document Number:** Dropdown menu showing 'W809KG20101000' with a 'Find' button next to it.
- Media Status:** Dropdown menu.
- From RIC:** Text input field.
- UI:** Text input field showing 'EA'.
- NSN:** Text input field showing '7920001415544'.
- Suffix Code:** Text input field.
- Quantity:** Text input field showing '5'.
- Signal Code:** Dropdown menu.
- Supplement Address:** Text input field.
- Distribution Code:** Text input field.
- Fund Code:** Dropdown menu showing 'GA'.
- Project Code:** Text input field.
- Type Required Code:** Dropdown menu.
- Priority Code:** Dropdown menu showing '13'.
- Transaction Date (DDD):** Text input field.
- Status Code:** Dropdown menu.
- To RIC:** Text input field.
- Estimate Ship Date (YDDD):** Text input field.
- Buttons:** 'Apply', 'Undo', and 'Help' at the bottom left.

Figure 9.7-1 MILSTRIP Transactions - AE

- Click the **Document Number** LOV and then click the desired Document Number or click the **Find** button, type the **Document Number**, and click the **Search** button. All appropriate fields are then populated for the selected Document Number.
- Next, click the **DIC LOV** and then click the appropriate DIC.
- Enter the Supply Status information from the hard copy document and then click the **Apply** button to save information to the database.
- If mistakes are made, click the **Undo** button to clear the screen and start over.
- When finished with the **Supply Status** Screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.8 Adverse Status Reversal. This process provides the capability to open a Document Number that was previously closed in error. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click the **Adverse Status Reversal** option to display the **MILSTRIP Transactions - ATR** screen (Figure 9.8-1).

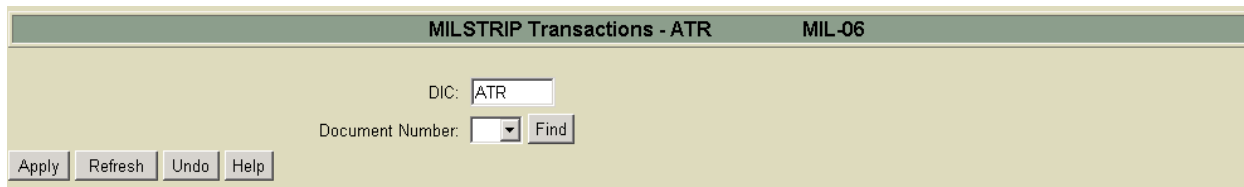


Figure 9.8-1 MILSTRIP Transactions - ATR

- Click the **Document Number** LOV and click the desired Document Number or type the desired **Document Number** and click the **Find** button.
- Click the **Apply** button to save the Adverse Status Reversal to the database and reactivate the Document Number.
- If mistakes are made, click the **Undo** button to clear the screen and start over.
- When finished with the **Adverse Status Reversal** screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.9 Followup Request. This process provides the capability to request follow-up for an open (active) Document Number. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click **Followup Request** to display the following screen (Figure 9.9-1).

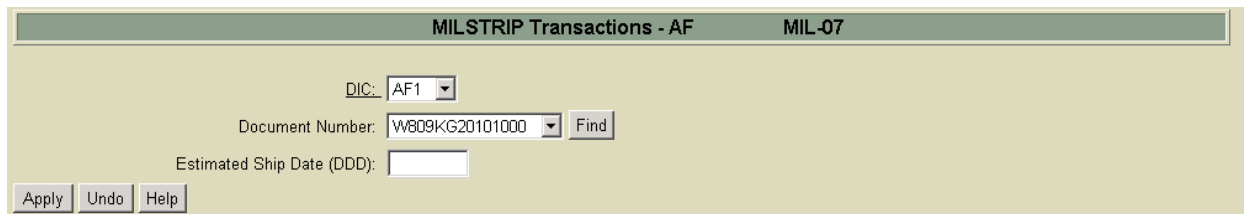


Figure 9.9-1 MILSTRIP Transactions - AF

- Click the **Document Number** LOV and then click the appropriate document number or click the **Find** button, type the **Document Number**, and click the **Search** button. The Estimated Shipping Date will populate from the Activity Register.
- Next, click the **DIC LOV** and then click the appropriate DIC.
- When finished, click the **Apply** button to save information to the database and generate an output Followup transaction.

NOTE: Transactions are sent to the SSA using the Interfaces, SARSS-1, Download Files function.

d. If mistakes are made, click the **Undo** button to clear the screen and start over.

e. When finished with the **Followup** screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.10 Cancellation Request Followup. This process provides the capability to request follow-up for a cancellation request for an existing Document Number. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click **Cancellation Request Followup** to display the following screen (Figure 9.10-1).

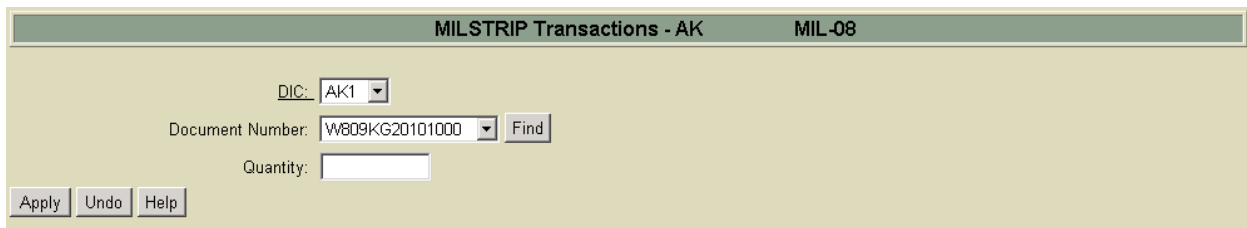


Figure 9.10-1 MILSTRIP Transactions – AK

a. Click the **Document Number** LOV and click the appropriate document number or click the **Find** button, type the **Document Number**, and click the **Search** button. The Quantity will populate from the Activity Register.

b. Click the **DIC LOV** and then click the appropriate DIC.

c. When finished, click the **Apply** button to save information to the database.

d. If mistakes are made, click the **Undo** button to clear the screen and start over and to generate the output Cancellation Request Followup transaction.

NOTE: Transactions are sent to the SSA using the Interfaces, SARSS-1, Download Files function.

e. When finished with the **Cancellation Request Followup** screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.11 Want List. This process provides the capability to view, search, print, or modify the Approved List Flag of want list records based on users access. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click the **Want List** option to display the screen based on your user login access permissions (Figure 9.11-1 or 9-11-2).

Want List MIL-11															
<div> First Previous Next Last Refresh Print Search Help </div>															
DIC	UIC	DODAAC	NSN	LIN	Nomenclature	Origin	HR NUM	CL NUM	PD	Qty	SCMC	ARC	Prj Cd	RDD	Document Number
AQA	WEU4AA	W90B8G	2330010911602	W95283	TLR CAMP HOME TY 20FT	BASIC			11	1	7	N		0	
AQA	WAEDAO	W8116B	6665011055623	A32355	ALARM CHEMICAL AGENT	SHR	CDR		11	10	7	N		0	W8116B20860003
AQA	WAEDAO	W810CD	2320011077156	T61562	TRK UTIL 1-1/4T M1038	BASIC			12	10	7	N		0	
AQA	WHDKCO	W8118D	1080005715015		LANYARD,CAMOUFLAGE	CHR	03	CAM036	12	4	9M	X		0	
AQA	WHDKCO	W8118D	1080005715015		LANYARD,CAMOUFLAGE	CHR	03	CAM036	12	4	9M	X		0	
AQA	WDJ6ED	W81172	2320013189902	T59048	TRK TRACTOR HET M1070	CHR	1	CL0001	02	2	7	N		0	
AQA	WDJ6ED	W81172	3610011062276	P61665	PRINT PLANT LIGHT WT	CHR	1	CL0001	02	2	7	N		0	
AQA	WDJ6ED	W81172	3610002751167	F39378	CRANE WHL M320RT	CHR	1	CL0001	02	2	7	N		0	
AQA	WDJ6ED	W81172	2320013189902	T59048	TRK TRACTOR HET M1070	SHR	CDR		03	2	7	N		0	
AQA	WDJ6ED	W81172	2320013189902	T59048	TRK TRACTOR HET M1070	BASIC			12	2	7	N		0	
AQA	WHLUAA	W810J6	1055000000138	L44680	LCHR GREN SMK RP M250	BASIC			12	1	7	N		0	W810J621220304
AQA	WAGEAA	W91ATA	1080001031246	C89145	CAM SCR N WDL D RAD SCT	CHR	CDR	003649	11	1	2	N		0	
AQA	WAGEAA	W91ATA	1080001031246	C89145	CAM SCR N WDL D RAD SCT	CHR	CDR	000558	11	2	2	N		0	
AQA	WAGEAA	W91ATA	1080001031246	C89145	CAM SCR N WDL D RAD SCT	SHR	CDR		11	1	2	N		0	
AQA	WAGEAA	W91ATA	1080001031246	C89145	CAM SCR N WDL D RAD SCT	SHR	CDR		11	1	2	N		0	
AQA	WAGEAA	W91ATA	2310012378132	A02843	AUTO SED LG KIT RDY	OPER			11	5	7	N		0	W91ATA20790301
AQA	WAGEAA	W91ATA	3610012236259	A04785	AUTOMATED MESSAGE DIS	OPER			12	1	7	N		0	
AQA	WAGEAA	W81BUD	6150013079445	F55553	PWR DIST ILLUM SYS EL	BASIC			12	5	7	N		0	
AQA	WAGEAA	W81BUD	6150012089751	U89185	UTILITY RECEIPT	BASIC			12	2	7	N		0	
AQA	WAGEAA	W91ATA	5810013931973	D78555	WANT LIST UNIT TEST	BASIC			11	1	90	N		0	

Figure 9.11-1 Want List (Read Access)

Want List MIL-11															
<div> First Previous Next Last Refresh Save Print Search Help </div>															
DIC	UIC	DODAAC	NSN	LIN	Nomenclature	PBIC	Origin	HR NUM	CL NUM	PD	Qty	SCMC	ARC	Prj Cd	RDD
															Approved List Flag
															Type
															Docume Number
AQA	W1HDAA	W81D4U	0111111222333	01234N		2	SHR	CDR		11	5				0
															<input checked="" type="radio"/> Suspended <input type="radio"/> Accept <input type="radio"/> Delete
															<input checked="" type="radio"/> Property Book <input type="radio"/> Non-Property Book
AQA	WC43AA	W81CB9	3895004988343	R59160	REELING MACH CA RL-39	8	SHR	CDR		12	2	2	N		0
															<input type="radio"/> Suspended <input checked="" type="radio"/> Accept <input type="radio"/> Delete
															<input checked="" type="radio"/> Property Book <input type="radio"/> Non-Property Book
AQA	WAL6B0	WX3V9H	2320014473890	T61908	TRK CGO W/E M1083A1	8	SHR	CDR		13	1	7	N		0
															<input type="radio"/> Suspended <input checked="" type="radio"/> Accept <input type="radio"/> Delete
															<input checked="" type="radio"/> Property Book <input type="radio"/> Non-Property Book
AQA	WAL6B0	WX3V9H	1080001031246	C89145	CAM SCR N WDL D RAD SCT	8	SHR	CDR		13	5	2B	N		0
															<input type="radio"/> Suspended <input checked="" type="radio"/> Accept <input type="radio"/> Delete
															<input checked="" type="radio"/> Property Book <input type="radio"/> Non-Property Book

Figure 9.11-2 Want List (Write Access)

- a. To view Want List records:
 - (1) Click the **Next** or **Previous** button to page through the Want List..
 - (2) Click the **First** or **Last** button to jump to the first or last page of the want list.
- b. To search for specific records:
 - (1) Click the Search button to display the search screen (Figure 9.11-3).

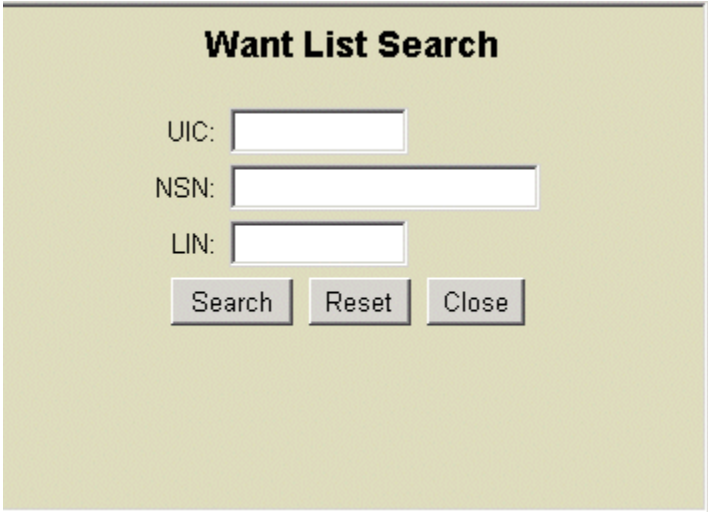


Figure 9.11-3 Want List Search

- (2) Enter the desired search criteria and click the **Search** button to display the results.
- (3) To print the report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:
 - (a) Click **File** (located on the toolbar) to display the File Menu.
 - (b) Click **Print** and select the desired printing options.
 - (c) Click **OK** to print the listing.
 - (d) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the print function, see Section 4.

(4) To modify the **Approved List Flag** and/or **Type** on Want List records:

(a) Click the desired **Approved List Flag** (Suspend, Accept, or Delete) for the appropriate records.

(b) Click the desired **Type** (Property Book or Non-Property Book) for the appropriate records.

(c) Click the **Save** button to display the “modifications saved” message.

(d) Click the **OK** button to return to the Want List.

9.12 Modify Unsent Request. This process provides the capability to modify requests that were previously input, but not yet sent to the higher source of supply. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click the **Modify Unsent Request** option to display the screen (Figure 9.12-1).

The screenshot shows a software interface for modifying unsent requests. It features a title bar with the text 'MILSTRIP Transactions - Modify Unsent Request' and 'MIL-12'. Below the title bar is a toolbar with 'Save', 'Undo', and 'Help' buttons, followed by a 'Cancel Request' checkbox. The main workspace is filled with a grid of input fields and dropdown menus. These include 'Document Number' with a 'Find' button, 'Supplementary Address', 'Media Status', 'Signal Code', 'Quantity', 'Required Delivery Date(DDD)', 'PBIC', 'DIC', 'RIC', 'LIN', 'UI', 'Demand Code', 'Project Code', 'Type Req Code/EIC', 'Priority Code' (set to 15), 'Advice Code', 'Fund Code', and 'APC'. At the bottom left, an 'Origin' dropdown menu is set to 'BASIC'.

Figure 9.12-1 MILSTRIP Transactions - Modify Unsent Request

a. Click the **Document Number** LOV and then click the appropriate Document Number or click the **Find** button, type the desired **Document Number** and then click the **Search** button. All fields are then populated for the selected Document Number.

b. Complete the modification or click the **Cancel Request** check box. Any or all of the fields displayed may be modified.

(1) For fields with an LOV, click the LOV and then click the appropriate value.

(2) For fields without an LOV, enter the appropriate value. Mandatory fields are highlighted in red.

c. If mistakes are made while changing information, click the **Undo** button to clear the screen and start over.

d. When finished click the **Save** button to process and post the information to the Activity Register and to modify the generated output transaction.

NOTE: Transactions are sent to the SSA using the Interfaces, SARSS-1, Download Files function.

e. After the modifier has been saved, to continue to process modifiers, click the **DOC NUM LOV** and select the next Document Number to modify.

f. When finished with the **Modify Unsent Request** screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.13 Mass Modifications. This process provides the capability to submit mass modification requests when the same changes are desired for many Document Numbers, which are due-in. This process can make a single field change or up to eight field changes per Document Number selected. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click **Mass Modifications** to display the screen (Figure 9.13-1).

NOTE: The Origin, SIC, HR NUM, and CL NUM will not be displayed for PB users.

Mass Modification MIL-13						
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Refresh"/> <input type="button" value="Search"/> <input type="button" value="Help"/>						
Modify	Document Number	UIC	Origin	SIC	HR NUM	CL NUM
<input type="checkbox"/>	W8117W11006007	WDJ6A0	SHR		03	
<input type="checkbox"/>	W8117W12556002	WDJ6A0	SHR		09	
<input type="checkbox"/>	W8117W12556005	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556011	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556012	WDJ6A0	SHR		02	
<input type="checkbox"/>	W8117W12556013	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556014	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556015	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556017	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556018	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556019	WDJ6A0	SHR		09	
<input type="checkbox"/>	W8117W12556021	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556023	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556500	WDJ6A0	SHR		09	
<input type="checkbox"/>	W8117W12556501	WDJ6A0	SHR		09	
<input type="checkbox"/>	W8117W12556502	WDJ6A0	SHR		10	

DIC: Fund Code: Media Status: Signal Code: Priority Code:
 Suppl Addr: Proj Code: Advice Code: Req Deliv Date (DDD):

Figure 9.13-1 Mass Modification

- a. Click the **Modify Check Box** to select Document Numbers to modify.
 - b. Complete the modification information on the bottom of the screen. Any or all of the fields displayed may be modified.
 - (1) For fields with an LOV, click the LOV and then click the appropriate value.
 - (2) For fields without an LOV, enter the appropriate value. Mandatory fields are highlighted in red.
 - c. Click the **Save** button to save information to the database and to generate the output Request for Modification transactions.
- NOTE:** Transactions are sent to the SSA using the Interfaces, SARSS-1, Download Files function.
- d. When finished with the **Mass Modification** screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.14 Mass Cancellations. This process provides the capability to submit mass cancellation requests when cancellation is desired for many Document Numbers, which are due-in. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click **Mass Cancellations** to display the following screen (Figure 9.14-1).

NOTE: The Origin, SIC, HR NUM, and CL NUM will not be displayed for PB users.

The screenshot shows a web-based interface titled "Mass Cancellation" with a sub-header "MIL-14". Below the header is a navigation bar with buttons: First, Previous, Next, Last, Save, Refresh, Search, and Help. The main area contains a table with the following columns: Cancel, Document Number, UIC, Origin, SIC, HR NUM, and CL NUM. The table lists 20 document numbers, each with a corresponding cancellation checkbox. The UIC for all entries is WDJ6A0, and the Origin is SHR. The HR NUM and CL NUM values vary across the entries.

Cancel	Document Number	UIC	Origin	SIC	HR NUM	CL NUM
<input type="checkbox"/>	W8117W11006007	WDJ6A0	SHR		03	
<input type="checkbox"/>	W8117W11216002	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556002	WDJ6A0	SHR		09	
<input type="checkbox"/>	W8117W12556004	WDJ6A0	SHR		09	
<input type="checkbox"/>	W8117W12556005	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556011	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556012	WDJ6A0	SHR		02	
<input type="checkbox"/>	W8117W12556013	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556014	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556015	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556017	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556018	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556019	WDJ6A0	SHR		09	
<input type="checkbox"/>	W8117W12556021	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556023	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12556500	WDJ6A0	SHR		09	
<input type="checkbox"/>	W8117W12556501	WDJ6A0	SHR		09	
<input type="checkbox"/>	W8117W12566002	WDJ6A0	SHR		10	
<input type="checkbox"/>	W8117W12566006	WDJ6A0	SHR		10	

Figure 9.14-1 Mass Cancellation

- a. Click the **Cancel** Check Box to select Document Numbers to cancel.
- b. Click the **Save** button to save information to the database and to generate the output Request for Cancellation transactions.

NOTE: Transactions are sent to the SSA using the Interfaces, SARSS-1, Download Files function.

- c. When finished with the **Mass Cancellation** screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.15 Manual Total Package Fielding. This process provides the capability to manually post Total Package Fielding information. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** to display the MILSTRIP menu options and then click **Manual Total Package Fielding** to display the following screen (Figure 9.15-1).

The screenshot shows the 'Manual Total Package Fielding' (TPF-1) screen. The title bar at the top reads 'Manual Total Package Fielding TPF-1'. The main area contains several input fields and dropdown menus. On the left, there are fields for 'TPF Doc No:', 'UIC To:', 'RIC To:', 'RIC From:', 'Unit Of:', and 'Issue:'. The 'UIC To:' and 'RIC To:' fields have dropdown menus with 'WPMUTO' and 'WMH' selected respectively. In the center, there are fields for 'DODAAC:', 'Project Code:', 'Priority Code:', and 'PBIC:'. The 'Priority Code:' field has a dropdown menu with '01' selected. On the right, there are fields for 'Suffix Code:', 'NSN:', 'LIN:', and 'Quantity:'. At the bottom, there is a 'Remarks:' field. At the bottom left, there are three buttons: 'Apply', 'Undo', and 'Help'.

Figure 9.15-1 Manual Total Package Fielding

- a. Enter the information from the hard copy Total Package Fielding document.
 - (1) Type the information in fields that do not have an LOV.
 - (2) Click the LOV and then click the desired value in fields with an LOV.
- b. If mistakes are made, click the **Undo** button to clear the screen and start over.
- c. Click the **Apply** button to save information to the database.
- d. When finished with the **Manual Total Package Fielding** screen, click the **Close** button to return to the **SPR-Module Main Menu**.

9.16 Automatic Total Package Fielding. This process provides the capability to modify Total Package Fielding information. From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** to display the menu options then click **Automatic Total Package Fielding** to display the following screen (Figure 9.16-1).

Automatic Total Package Fielding Modification								TPF-2			
Assign UIC: <input type="text"/>		Assign PBIC: <input type="text"/>		<input type="button" value="First"/>	<input type="button" value="Previous"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>	<input type="button" value="Save"/>	<input type="button" value="Refresh"/>	<input type="button" value="Help"/>	<input type="button" value="Search"/>
Modify	Document Number	DODAAC	RIC From	RIC To	LIN	NSN	UI	Qty			
<input type="checkbox"/>	W41NBD2249F667	W41NBD	A16	A16	T60185	1240014116350	EA	21			
<input type="checkbox"/>	W8083W2233F501	W41NBF	W75	A16	M11003	1005014116341	EA	16			
<input type="checkbox"/>	W90Y9D1303A009	W45B75	W75	WMH	C05701	6665013578502	EA	2			
<input type="checkbox"/>	SW09992340B408	W45CKL	WHX	WHX	T61494	2320011077155	EA	1			
<input type="checkbox"/>	SW09992340B407	W45CKL	WHX	WHX	T61494	2320011077155	EA	1			
<input type="checkbox"/>	SW09992340B406	W45CKL	WHX	WHX	T61494	2320011077155	EA	1			
<input type="checkbox"/>	SW09992340B405	W45CKL	WHX	WHX	T61494	2320011077155	EA	1			
<input type="checkbox"/>	SW09992340B404	W45CKL	WHX	WHX	T61494	2320011077155	EA	1			
<input type="checkbox"/>	SW09992340B403	W45CKL	WHX	WHX	T61494	2320011077155	EA	1			
<input type="checkbox"/>	SW09992340B402	W45CKL	WHX	WHX	T61494	2320011077155	EA	1			
<input type="checkbox"/>	SW09992340B401	W45CKL	WHX	WHX	T61494	2320011077155	EA	1			
<input type="checkbox"/>	W15P612101D309	W45D2T	W75	A63	R45475	5820014212605	EA	4			
<input type="checkbox"/>	W15P612101D307	W45D2T	W75	A63	R44931	5820014206619	EA	6			
<input type="checkbox"/>	W15P612100D200	W45D2T	W75		R70839	5820014108981	EA	35			
<input type="checkbox"/>	W15P6121008981	W45D2T	W75		R70839	5820014108981	EA	35			
<input type="checkbox"/>	W15P612101D308	W45D2T	W75		R67976	5820014206618	EA	14			
<input type="checkbox"/>	W15P612101D306	W45D2T	W75		R67262	5820013521694	EA	1			
<input type="checkbox"/>	W15P612101D103	W45D2T	W75		R44931	5820014206619	EA	6			
<input type="checkbox"/>	W15P612100D176	W45D3X	W75		R83073	5820014210801	EA	1			
<input type="checkbox"/>	W15P612100D175	W45D3X	W75		R70839	5820014108981	EA	29			

Figure 9.16-1 Automatic Total Package Fielding Modification

- a. Click the **Assign UIC LOV** and then click the desired UIC.
- b. Click the **Assign PBIC LOV** and then click the desired PBIC.
- c. Click the **First**, **Previous**, **Next**, and **Last** Buttons as desired to page through the documents.

- d. To search for specific records:
- (1) Click the **Search** button to display the **TPF Auto Search** screen (Figure 9.16-2).

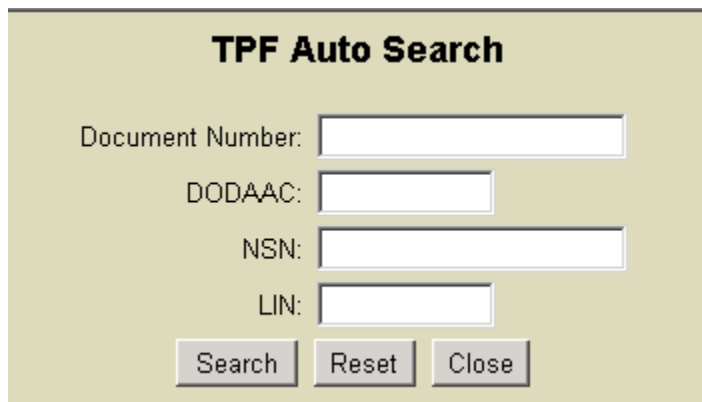
The image shows a software window titled "TPF Auto Search" with a light beige background. Inside the window, there are four text input fields stacked vertically, each preceded by a label: "Document Number:", "DODAAC:", "NSN:", and "LIN:". Below these fields are three buttons: "Search", "Reset", and "Close", arranged horizontally. The "Search" button is the largest and is highlighted with a darker border.

Figure 9.16-2 TPF Auto Search

- (2) Type the desired search criteria.
- (3) Click the **Search** button to display the results.
- e. Click the **Modify Check Box** for the desired Document Numbers to assign the Total Package Fielding Documents to the selected UIC and PBIC.
- f. When finished selecting Document Numbers, click the **Save** button to update the database.
- g. Click the **Close** button to return to the **SPR-Module Main Menu**.

9.17 Turn-In. This process provides the capability to turn-in items to a Supply Support Activity (SSA). From the **SPR-Module Main Menu**, click **MILSTRIP/Order Item** and then click the appropriate **Turn-In Property Book Level** or **Turn-In Unit Level** menu option to display the screen (Figure 9.17-1).

Figure 9.17-1 MILSTRIP Transactions – Property Book Level Turn-In

Figure 9.17-2 MILSTRIP Transactions – Unit Level Turn-In

- a. To turn-in an item:
 - (1) Click the **Component** check box, if applicable.
 - (2) For fields without an LOV, type the desired information.
 - (3) For fields with an LOV, click the LOV and then click the desired value.
- b. When the turn-in information is complete, click the **Insert** button to post the transaction to the database.
- c. Click the **close** button to return to the **SPR-Module Main Menu**.